Financial Assessment Subsystem Quick Start Guide

For Unaudited and Audited Submissions

For specific details on any step in the process, please refer to the **External User Manual**.

Logging onto the system

Click on . . .	To arrive at . . .	To . . .
Internet Explorer	Logon	Enter https://hudapps.hud.gov/HUD_Systems/ in your browser location bar. Enter your User ID and Password.
Logon	Main Menu	Select the system to access.
Financial Assessment Submission - PHA (FASPHA) Then CONTINUE	FASS-PH Main Menu	Select the correct system.
Fiscal year end on or after 06/30/2008	My Inbox	Start your submission.

Creating your Submission

Click on . . .	To arrive at . . .	To . . .
PHA Code menu down arrow	PHA Code options	Select your PHA Code.
Fiscal Year End down arrow	Options for FY ending dates	Select ALL or your Fiscal Year Ending Date.
Year	The Year entry box	Enter the Fiscal Year or Delete the year to search for all submissions.
Search	Listing of all submissions	See all submissions for the selected criteria.
Create Submission	PHA Information page	Complete form as appropriate for your PHA, then click SAVE button.
Fiscal Year	The FY entry box	Enter the Fiscal Year for the submission.
Program+ Then Program Selection	Program Selection page	Click the checkboxes for your HUD programs, then click SAVE button.

Completing your Financial Data Schedule

Click on . . .	To arrive at . . .	To . . .
FDS	FDS page	Select the Balance Sheet or Income Statement for the Project or Program for which you choose to begin entering data.
Not Started under Status	Balance Sheet for Project or Program	Enter data for the PHA appropriate for that program or project, click SAVE button to retain your data before moving on to another page or a Detail link.
Income Statement	Income Statement listings	Enter data for the PHA appropriate for that program or project, click SAVE button to retain your data before moving on to another page or a Detail link.
Balance Sheet, Income Statement Program List, Project List COCC, Elimination	The data entry page you wish to use	Enter data for the PHA appropriate for that program or project, click SAVE button to retain your data before moving on to another page or a Detail link.
Validate button on Income Statements and COCC	The system checking data	Validate all data across Balance Sheets, Income Statements, and COCC.

Completing your Data Collection Form

Click on . . .	To arrive at . . .	To . . .
DCF	DCF General Information page	Enter data for the PHA appropriate for that program or project, click SAVE button to retain your data before moving on to another page or a Detail link.
If in an audited submission: Financial Statement Federal Programs Supplemental Information	The data entry page you wish to use	Enter data for the PHA appropriate for that program or project, click SAVE button to retain your data before moving on to another page or a Detail link.
Validate button	The system checking data	Validate all data across DCF pages (all four pages if an audited submission).

Checking Edit Flags

Click on . . .	To arrive at . . .	To . . .
Edit Flags	Edit Flags page	Check for guidance on suggested changes or inconsistencies in your data submission.
Edit Flags	The system checking all data	Initiate the system checking your data and wait for Edit Flags Report link.
Edit Flags Report	Edit flags identified for your submission	Review the flags and return to FDS and/or DCF to make changes to your data.

Accessing Reports

Click on . . .	To arrive at . . .	To . . .
Reports	Reports page	Print or download your FDS data by clicking on a link.

Submitting your data

Click on . . .	To arrive at . . .	To . . .
Submit	Submission page	Process your data for submission.
Submission Completeness Check button	The system checking all data	Make the system ensure all of your data is compatible, which is required before submission. Make corrections to data, if indicated.

For Unaudited Submission continue below	For an Audited Submission		
	Click on . . .	To arrive at . . .	To . . .
	Submit Financial Data button	Certification page	Make submission to Auditor – *IPA Review status.*
	Auditor completes review following procedures on next page	Returns status of *IPA Agree* or *IPA Disagree.*	
Submit Financial Data button	Certification page	Make final submission of your data to HUD – *PHA Submitted status.*	

Adding Notes and Findings

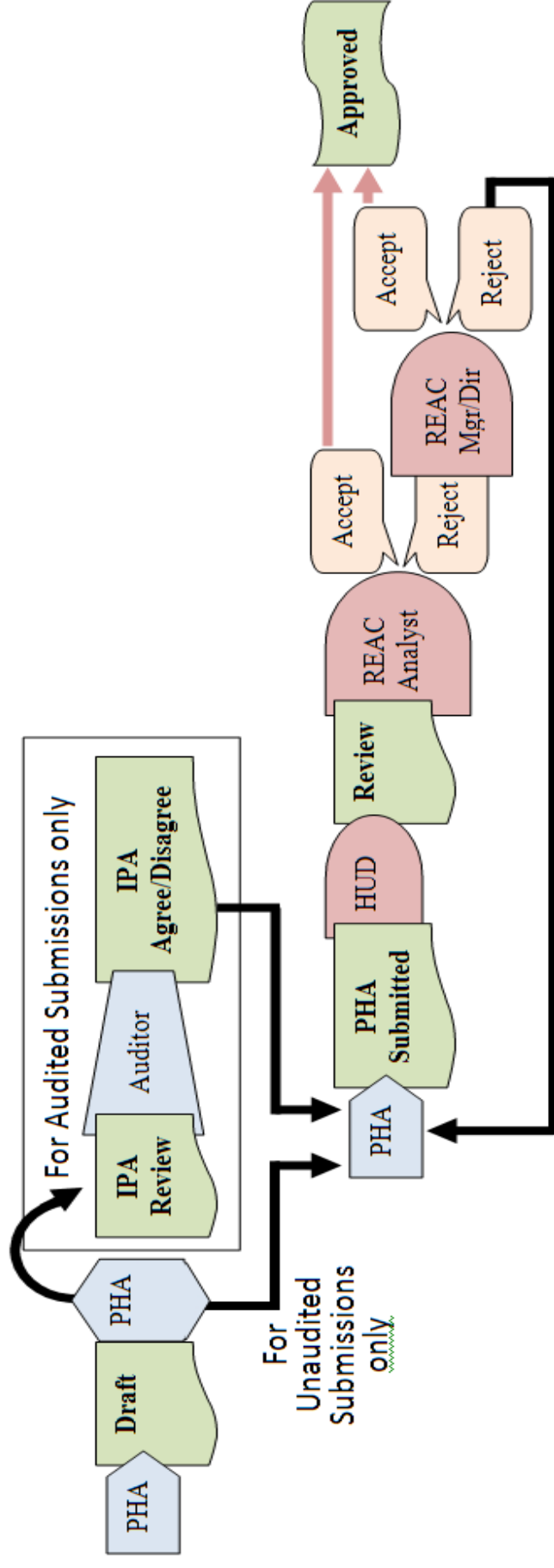| Click on . . .	To arrive at . . .	To . . .
Notes and Findings	Notes and Findings page	Enter or upload auditor notes and findings upon review of the PHA submission for each link available in the left side navigation group.

Auditor's Procedures for Audited Submissions

Entering the Auditor's Certification and Opinions

Click on . . .	To arrive at . . .	To . . .
Auditor Procedures	Independent Accountant Report	Gain access to the page for auditor's submission processes.
Blank windows in text	Each data item needed for certification	Enter the appropriate data into each field, including auditor UII.
Scroll down page	Radio buttons at bottom of page	Enter auditor's opinions on submission data then click SAVE button to retain your data.

FASS Submission Status Flow

PHA → Draft → PHA

For Audited Submissions only
IPA Review → Auditor → IPA Agree/Disagree

For Unaudited Submissions only

IPA Agree/Disagree → PHA
PHA (unaudited) → PHA

PHA → PHA Submitted → HUD → Review → REAC Analyst

REAC Analyst → Accept → Approved
REAC Analyst → Reject → REAC Mgr/Dir

REAC Mgr/Dir → Accept → Approved
REAC Mgr/Dir → Reject → PHA

FASS Submission Status Flow

PHA — **Draft** — PHA

For Audited Submissions only

IPA Review — Auditor — **IPA Agree/Disagree**

For Unaudited Submissions only

PHA — **PHA Submitted** — HUD — **Review** — REAC Analyst

Accept

Reject — REAC Mgr/Dir

Accept

Reject

Approved